

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	MWR-13-2004
		募集締切日: Closing Date	8 Jul 04
		発行日: Date of Issue	18 Jun 04
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>3</u>) <p style="text-align: center;">Administrative Specialist #293 管理専門職</p> <p style="text-align: center;">受諾可能な下位等級 Acceptable Trainee Level: 1-4</p> <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <p style="text-align: center; font-size: 1.5em;">1 名</p>	
2.部隊 Activity Commander Fleet Activities, Yokosuka Moral Welfare Recreation Department Financial Management Division Accounting Branch 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days Mon-Fri 勤務時間 Work Hours 0730-1630 (8hours/day) 休憩 Recess 1 hour <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel		5.雇用の種類 Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)	
6.職務内容 Duties See attached.			
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work OR completion of 4-years college/university in a related field. b. Knowledge of policies, regulation and procedure for Navy correspondence and BLAS, RAMCAS accounting system. c. Skill in operating personal computer such as Microsoft Word, Excel, Access, and Outlook. d. Ability to translate Japanese into English and vice versa orally and in writing. e. Ability to speak, read, and write English at fluent proficiency level (LAD 3). f. Ability to speak, read and write Japanese at native language level. Applicants who do not fully meet the qualification requirements stated above may be considered at 1-4 as below: a. One year of clerical, technical or administrative work experience in any field OR completion of 4-years college/university in any field. Handicapped applicants may be accepted, depending upon the degree and kind of disability			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Copy of English Proficiency Certificate <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署/担当者 Office CFAY MWR 人事課 Personnel (C 6045) 担当 横田 Ms. YOKOTA ☎046-816-3201 (Extension/内線 243-3201) 受付時間 0900-1600	〒238-0015 神奈川県横須賀市泊町 1 番地, Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) CNFJ, HRO C-N132 ☎046-816-8153 (内線/Extension) 243-8153	PD No.:CFAY-6021-009 PD is accurate and current. Certified by Activity: ky HRO at 6/16so6/18

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

Duties

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1. Assumes the full administrative responsibility to the Financial Administrator and other accounting technicians in developing computer program thru access and excel subsidiary ledgers maintained in the accounting and payroll office. Fully responsible for the transmission and submission of the monthly BLAS to RAMCAS. Reconciles monthly statement and maintains the fund bank account for dollar and yen. 30%
- 2 .Administers the financial resources of the MWR Department by posting, coordinating the Financial reports dealing with APF, NAF and GOJ funds. 20%
3. Performs duties as answering inquiries including substantive questions, reviewing reports from the Command Evaluation Group and drafting replies, prepares the cover letter for the outgoing correspondence.20%
- 4 Consolidates this submission from the 57 activities with in the department into an approved cost assessment format for appropriate higher-level approval. 20%
- 5 Performs written translations from English to Japanese and vice versa, of material which is routine and non-technical in nature such as certificates, letters, incident reports, and local Standard Operating Statement. May perform oral translations for a minor portion of the time. 10%
- 6 Performs other duties as assigned.